

MEMORANDUM OF UNDERSTANDING OF ADDITIONAL POLICIES
AND PROCEDURES FOR ADMINISTERING PROGRAM FOR
CAREER DEVELOPMENT OF JUNIOR PERSONNEL

STATINTL

1. ~~The~~ Agency Notice No. establishes a program for the career development of junior personnel and places certain responsibilities for selection of participants and conduct of the program in the Assistant Director for Personnel, the Director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Notice, the AD/P and the DTR share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.

2. In consonance with the separate and joint responsibilities imposed upon us as the AD/P and DTR, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and liaison between our respective office/s:

a. Junior Career Development Slots (JCD)

30 Junior Career Development slots (JCD) will be available for encumbrance during the calendar year beginning with the date of initial selections by the Committee. Slots will be allotted on a quarterly basis, but a proportionately greater number, not to exceed _____, may be allocated in the first quarter.

b. Selection of Participants on Quarterly Basis

The Committee for Career Development of Junior Personnel will meet quarterly to select individuals for participation in the Program. Official notice will be given of Committee meetings.

c. Additional Criteria for Selection in Program

(1) The following criteria for selection will be observed in addition to those specified in N [redacted]

STATINTL

(a) Each applicant must ^{have completed} phase 2 of the BIC course

(1) DD/I Personnel - DD/I phase 2

(2) DD/P Personnel - DD/P phase 2

(3) DD/A Personnel - DD/I phase 2 or DD/P phase 2

(b) Preference will initially be given to members of the

[redacted] ^{having} 3 or more years of CIA experience.
~~The Procurement and Utilization Division Office of Personnel and the Joint Office Training~~

(2) ~~PUD and JOTD~~ may jointly develop additional criteria for

the consideration of applications, such as medical requirements

and security clearances, but ^{additional} such criteria must be approved by

the AD/P and DTR.

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d. Procedures for Screening and Processing Applications

(1) [redacted]

PUD

will receive ~~all~~ applications initially and ~~will~~ immediately forward a copy of the application to JOTD. PUD will review the applications to determine that they fully comply with the requirements prescribed in

[redacted] and such additional criteria as are provided for in 2c above.

For this purpose, PUD will check the eligibility of each applicant for consideration and will contact the individual concerned and the appropriate official (or officials) to obtain any additional information ^{needed} or to check on any data ^{requiring} ~~needing~~ verification.

(2) PUD and JOTD will jointly decide whether applicants will be tested individually or in groups, taking into account the volume of applications, the testing and assessment facilities available, the next meeting date of the Committee and the slots available for selection of participants. JOTD will advise PUD of the date and time for testing of

each applicant and PUD will transmit this information to the individual concerned.

(3) PUD will acknowledge the receipt of each application and will advise the applicant in the acknowledgement or subsequent memorandum, as appropriate, concerning the approximate period when consideration can be given the application.

(4) PUD will act as the general liaison with applicants and operating offices on matters pertaining to the processing, selection and rejection of applications. OTR will have jurisdiction over and maintain liaison with participants in the Program.

(5) During each interval between quarterly meetings of the Committee, the Chiefs, PUD and JOTD will screen all pending applications, including testing, and select ^{approximately} 32 candidates for initial review by the AD/P and DTR.

(a) These names will be submitted to the AD/P and DTR sufficiently in advance of the quarterly meeting of the Committee to permit subsequent assessments to be made of ^{approximately} 16 individuals. PUD will notify all other applicants of their rejection for consideration at the next meeting of the Committee.

(b) If the volume of applications during a quarterly period does not warrant the submission of 32 candidates, the Chiefs, PUD and JOTD, will submit their recommendations to the AD/P and DTR relative to delay of quarterly selections or to publicizing the need for applications from Agency personnel.

(6) The AD/P and DTR will designate the names of approximately one-half of the individuals to receive assessment.

(7) Personnel designated by the AD/P and DTR will be jointly assessed and evaluated. Upon the conclusion of this process, the Chiefs, PUD and JOTD, will jointly discuss all available documentation on each of the individuals assessed.

(8) The Chief, PUD, will submit a memorandum to the AD/P and the Chief, JOTD, will submit a memorandum to the DTR containing recommendations on each individual assessed and a ranking of such personnel in order of preference for selection. To the extent the Chiefs, PUD and JOTD, are in agreement, this fact will be reflected in the memoranda.

e. Committee Action

(1) Upon receipt of these memoranda, the Committee will meet in a quarterly meeting and select a number of personnel, pursuant to 2f above, for participation in the Program.

(2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating officials concerned, it will approve a final Plan and training program for the participant.

(3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon documentation and evaluations obtained in the highly selective and competitive process detailed herein.

(4) The Committee will interview each person who is assessed.

f. Personnel Status Changes affecting Participants

(1) OTR will, after coordination with the Head of the Career Service concerned, initiate appropriate promotion actions on participants pursuant to the provisions of STATINTL

(2) Decisions to terminate individuals from further participation in the Program are within the purview of the responsibility of the DTR and may be made at any time if participants fail to maintain a reasonable standard of performance and progress.

g. General

(1) Distinctions of color or sex will not be made in the selective process.

(2) The potential of applicants for positions of increased supervisory responsibility will be evaluated during the assessment process.

(3) Selection of individuals for participation in the Program, including the screening process, is primarily the responsibility of the AD/P and DTR. Selection of ^{the} participant's Program will be developed and approved by the Committee, ^{which is} including the Head of the individual's Career Service.

3. Based upon experience gained in the administration of the Program, the procedural elements contained in this memorandum are subject to alteration or refinement at any time by joint agreement of the undersigned.

Assistant Director for Personnel

Director of Training